

# **BROOKINGS COUNTY COMMISSION MEETING**

**Tuesday, January 2, 2007**

The Brookings County Board of County Commissioners met in regular session on Tuesday, January 2, 2007, with the following members present: Dennis Falken, Emil Klavetter, Donald Larson, Mary Negstad, and Deanna Santema.

## **CALL TO ORDER**

Having completed the old business for 2006, Brookings County Auditor, Janet Willmott called the meeting to order.

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

## **REORGANIZATION OF THE BOARD OF COUNTY COMMISSIONERS**

Brookings County Auditor, Janet Willmott entertained a motion to elect a Chairperson for the Brookings County Board of County Commissioners for the year 2007.

Motion by Larson, seconded by Negstad, to nominate Emil Klavetter as Chairperson for the Brookings County Board of County Commissioners for the year 2007. Hearing no other nominations, Commissioner Negstad called for nominations to cease. Roll Call Vote: Larson "Aye," Negstad "Aye," Santema "Aye," Klavetter "Aye," Falken "Aye." Motion Carried.

Motion by Negstad, seconded by Larson, to nominate Deanna Santema as Vice-Chairperson for the Brookings County Board of County Commissioners for the year 2007. Hearing no other nominations, Commissioner Falken called for nominations to cease. Roll Call Vote: Negstad "Aye," Santema "Aye," Falken "Aye," Larson "Aye," Klavetter "Aye." Motion Carried.

## **CONSENT AGENDA**

Chairperson Klavetter declared the Consent Agenda approved with no objection from the board. The Consent Agenda consisted of the agenda for the January 2, 2007 Commission Meeting, and the minutes from the December 26, 2006 and December 29, 2006 Commission Meetings.

Travel/Education: Larry Klingbile to go to Mitchell, SD on January 19, 2007 to attend the Wind Towers and Ethanol Plant Appraisal Class.

## **ROUTINE BUSINESS**

Zoning and Drainage Director, Robert Hill met with the board to give the year end update.

Deputy Auditor, Krista Spence presented the board with the Auditor's Report.

Be it noted, Chairperson Klavetter signed claims for the following—AFLAC, insurance \$2,844.64; Avesis Incorporated, insurance \$1,092.70; Office of Child Support Enforcement, child support \$954.00; Delta Dental, insurance \$2,774.18; Flex One, unreimbursed medical \$674.00; Local Teamsters, union dues \$890.00; SDRS, special pay plan \$8,265.99; SDRS, retirement \$28,785.80; SDRS Supplemental, retirement \$4,821.66; EFTPS \$53,479.46; Wellmark Blue Cross, insurance \$44,851.52; Fort Dearborn Life, life insurance \$567.10; Breit Law Office, garnishment \$335.48.

## **REGULAR BUSINESS**

Motion by Falken, seconded by Negstad, to approve and authorize Chairperson Klavetter to sign Resolution # 07-01. A Resolution Setting the Official Pay Plan for 2007. Roll Call Vote: Falken "Aye," Larson "Aye," Negstad "Aye," Santema "Aye," Klavetter "Aye." Motion Carried.

### **RESOLUTION NO. 07-1**

#### **A RESOLUTION SETTING THE OFFICIAL PAY PLAN FOR 2007.**

Be it resolved, by the governing body of Brookings County, South Dakota:

That the official Pay Series and Management Salary Compensation increase as indicated in the attachments hereto is administered for the year of 2006 to become effective January 2, 2007.

Passed and approved this 2<sup>nd</sup> day of January 2007.

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Emil J. Klavetter  
Chairperson, County Commissioner

ATTEST:

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Janet K. Willmott  
County Auditor



<b><u>Auditor's Department</u></b>		
Auditor	FTE 1	Grade E-11
Deputy Auditor	1	N-6
Accounts Payable	1	N-5
Elections Supervisor	.5	Non-Graded Position
<b><u>Commission/Human Resources</u></b>		
Commission /Human Resource Director	FTE 1	Grade E-13
County Commissioners	2.5 (5 @ .5)	Non-Graded Position
Deputy Director	1	N-8
GIS Coordinator	1	N-10
<b><u>County Extension</u></b>		
Extension Secretary	FTE 1	Grade N-3
Office Manager	1	N-5
<b><u>County Health</u></b>		
Health Care Clerk	FTE 1	Grade N-4
WIC Secretary	1	N-3
<b><u>Emergency Management</u></b>		
Director	FTE 1	Grade E-11
Deputy Director	1	N-6
<b><u>Equalization Department</u></b>		
Director	FTE 1	Grade E-11
Deputy Director	1	N-9
Appraiser II	3	N-6
Appraiser I	0	N-5
Clerk II	2	N-3
<b><u>Highway Department</u></b>		
Superintendent	FTE 1	Grade E-13
Assistant Superintendent	1	E-10
Office Manager	1	N-5
Road Foreman	1	N-8
Shop Foreman/Mechanic	1	N-7
Equipment Fabricator/Welder	1	N-7
Heavy Equipment Operator	6	N-6
Equipment Operator	5	N-5
Truck Driver	.5-Split Employee	N-3
PT Common Laborer	.5	N-3 (Step 1 Only)
<b><u>Maintenance Department</u></b>		
Sr. Maintenance Worker	FTE 0	Grade N-4
General Maintenance Worker	2	N-3
<b><u>Planning, Zoning, &amp; Drainage</u></b>		
Director	FTE 1	Grade E-11
Office Manager	1	N-5

<b><u>Register of Deeds</u></b>	<b><u>FTE</u></b>	<b><u>Grade</u></b>
Register of Deeds	1	E-11
Deputy	1	N-6
2 <sup>nd</sup> Deputy	1	N-3
<b><u>Sheriff's Department</u></b>	<b><u>FTE</u></b>	<b><u>Grade</u></b>
Sheriff	1	E-15
Assistant Sheriff	1	E-12
Jail Administrator	1	E-11
Deputy- Sergeant	2	N-9
Deputy	6	N-8
Sr. Correctional Officer	1	N-6
Correctional Officer	6	N-5
Office Manager	1	N-5
Computer Technician	1	N-5
PT Deputy Sheriff	1 (2 @.5)	N-8 (Step 1 & Step 2 Only)
PT Correctional Officers	6 (12 @ .5)	N-5 (Step 1 & Step 2 Only)
Detention Center Nurse	.25	Non-Graded Position
Detention Center Dietician	.25	Non-Graded Position
Jail Greeter	.50	Non-Graded Position
<b><u>State's Attorney</u></b>	<b><u>FTE</u></b>	<b><u>Grade</u></b>
State's Attorney	1	E-19
Deputy State's Attorney	1	E-17
Legal Office Administrator	1	N-7
Victims/Witness / Legal Assistant	1	N-7
Office Assistant	1	N-3
<b><u>Treasurer's Department</u></b>	<b><u>FTE</u></b>	<b><u>Grade</u></b>
Treasurer	1	E-11
Deputy Treasurer	1	N-6
2 <sup>nd</sup> Deputy Treasurer	3	N-3
<b><u>Veteran's/Welfare Department</u></b>	<b><u>FTE</u></b>	<b><u>Grade</u></b>
Director	1	E-12
Office Manager	1	N-5
<b><u>Weed Department</u></b>	<b><u>FTE</u></b>	<b><u>Grade</u></b>
Supervisor	1	E-7
Assistant Supervisor (until 4/1/07)	1	E-6
PT Weed Enforcement & Bio Control Officer	.5	N-4 (Step 1 & Step 2 Only)
PT Weed Control Specialist	2.5 (5 @.5)	N-3 (Step 1 & Step 2 Only)
PT Office Assistant	.5	N-3 (Step 1 Only)
Truck Driver	.5-Split Employee	N-3

*\*\* Non-exempt employees will be placed appropriately in the step accordingly to his/her current hire date or promotion date.*

N= Non-Exempt Position

E= Exempt Position

Motion by Santema, seconded by Negstad, to approve and authorize Chairperson Klavetter to sign Resolution # 07-02. A Resolution Setting the Wages for Election Workers in 2006. Roll Call Vote: Larson "Aye," Negstad "Aye," Santema "Aye," Falken "Aye," Klavetter "Aye." Motion Carried.

## **Resolution #07-02**

WHEREAS, it will be necessary to appoint election officials in 2007, and

WHEREAS, pursuant to SDCL 12-15-11, the fee paid to election officials shall be established annually by the Board of County Commissioners at its first meeting of the year.

NOW THEREFORE BE IT RESOLVED by the Brookings County Board of County Commissioners, that for the year 2007, election officials shall be paid as follows:

Precinct Deputy	\$8.00 per hour
Precinct Superintendent	\$8.50 per hour
Election School Attendance	\$15.00

Dated this 2<sup>nd</sup> day of January 2007.

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Emil J. Klavetter  
Chairperson  
Brookings County Commission

ATTEST:

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Janet K. Willmott  
Brookings County Auditor

Motion by Falken, seconded by Negstad, to designate the Brookings Register, the Volga Tribune, and the TRI CITY STAR as the legal newspapers for Brookings County for 2007. Roll Call Vote: Negstad "Aye," Santema "Aye," Falken "Aye," Larson "Aye," Klavetter "Aye." Motion Carried.

Motion by Negstad, seconded by Santema, to designate the official depositories for Brookings County Funds and Moneys for 2007 as follows: Richland State Bank, Bankstar Financial, Citizens State Bank, First National Bank of Volga, First Bank of White, First Bank and Trust of Brookings, Dacotah Bank, Wells Fargo, Home Federal, and Meta Bank. Roll Call Vote: Santema "Aye," Falken "Aye," Larson "Aye," Negstad "Aye," Klavetter "Aye." Motion Carried.

Director of Equalization, Joyce Dragseth met with the board to present the Brookings County 2007 Assessment Plan.

Sheriff, Martin Stanwick met with the board to present the 2007 Inmate Housing Contract with Lake County. Motion by Larson, seconded by Negstad, to approve and authorize Chairperson Klavetter to sign the 2007 Inmate Housing Contract between Brookings County and Lake County. Roll Call Vote: Falken "Aye," Larson "Aye," Negstad "Aye," Santema "Aye," Klavetter "Aye." Motion Carried.

Commission Assistant/Human Resource Director, Stephanie Vogel met with the board to discuss Personnel Matters and Correspondence received from the SD Retirement System with an invitation to run for election to the SDRS Board of Trustees: Commissioner Representative.

Be it noted, the Board approved the following Personnel Action Notices: Annual Reviews: Mark Anawski from \$18.40 to \$18.73; Carolyn Brandt from \$12.35 to \$12.60; Jim Hagedorn from \$19.70 to \$20.09; Darin Haider from \$19.74 to \$20.09; Jon Pike from \$21.22 to \$21.60; Bart Sweebe from \$42,339.00 to \$43,186.08. Promotion: Jennifer Crum from PT Correctional Office to FT Correctional Officer @ \$13.19. New Hires: PT Correctional Officers, Martha Giegling and Jay Kelley @ \$12.93.

Motion by Larson, seconded by Negstad, to approve the following 2007 Board Appointments, with the exception of Chairperson Klavetter being appointed to the LECP, E911, and the Housing & Redevelopment Commission. Motion by Negstad, seconded by Falken, to amend the original motion to appoint Negstad to the Extension Board; Klavetter to E911, Emergency Management, LEPC, ECRC; and to leave the Coroner Appointment vacant. Roll Call Vote: Larson "Aye," Negstad "Aye," Santema "Aye," Falken "Aye," Klavetter "Aye." Motion Carried. Roll Call Vote: Negstad "Aye," Santema "Aye," Falken "Aye," Larson "Aye," Klavetter "Aye." Original Motion Carried As Amended.

## 2007 Board Appointments

<u>Deanna Santema</u>	Brookings Area Transit Authority
<u>Don Larson</u>	Brookings County Regional Railroad Authority
<u>Dennis Falken</u>	Brookings County Regional Railroad Authority
<u>Emil Klavetter</u>	Brookings Economic development Corporation (BEDC)
<u>Emil Klavetter</u>	Brookings Board of Health
<u>Dennis Falken</u>	Contract Law Enforcement
<u>Steve Tietjen</u>	Deputy County Coroner
<u>Mary Negstad</u>	Domestic Abuse Shelter-Ex-Officio
<u>Mary Negstad</u>	Extension Board Member
<u>Deanna Santema</u>	East Central Mental Health and Chemical Dependency Board
<u>Emil Klavetter</u>	East Central Regional Communications Council-Chair
<u>Dennis Falken</u>	East Central Regional Communication Council-Board
Member	
<u>Emil Klavetter</u>	First District Association of Local Governments
<u>Don Larson</u>	Governmental Affairs Committee
<u>Emil Klavetter</u>	Housing & Redevelopment Commission – Ex-Officio
<u>Emil Klavetter</u>	Housing & Redevelopment Commission – Family Self Sufficiency
<u>Mary Negstad</u>	InterLakes Community Action- Governing Board (ICAP)
<u>Emil Klavetter</u>	Local Emergency Planning Committee (LEPC)
<u>Deanna Santema</u>	Event Center Board of Directors- Ex-Officio
<u>Emil Klavetter</u>	Planning/Zoning Board Member
<u>Dennis Falken</u>	Weed & Pest Board Member
<u>Deanna Santema</u>	Youth & Family Services-Advisory Board for JDC
<u>Don Larson</u>	Auditor
<u>Mary Negstad</u>	Community Health, WIC
<u>Emil Klavetter</u>	Emergency Management
<u>Mary Negstad</u>	Equalization
<u>Emil Klavetter</u>	Extension
<u>Deanna Santema</u>	Highway
<u>Dennis Falken</u>	
<u>Mary Negstad</u>	Register of Deeds
<u>Deanna Santema</u>	Sheriff, Detention Center, Contract Law
<u>Dennis Falken</u>	
<u>Dennis Falken</u>	States Attorney
<u>Don Larson</u>	Treasurer
<u>Dennis Falken</u>	Veteran's Service/Welfare
<u>Dennis Falken</u>	Weed
<u>Emil Klavetter</u>	Zoning/Drainage



## **ADJOURNMENT**

There being no further business, Chairperson Klavetter declared the meeting adjourned until 8:30am Tuesday, January 9, 2007.

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Krista Spence  
Deputy Auditor  
Brookings County Auditor's Office